

Frederick County's Business Friendly Improvement Areas

Issues & Opportunities - Action Item List

Initiated January 1, 2011

Updated September 1, 2011

Priority Time Frame

Short (S) = within 90 days or by June 1, 2011

Medium (M) = between 90 - 180 days or by Sept. 1, 2011

Long (L) = more than 180 days or after Sept. 1, 2011

Completed = 92 Items (50% of Initial / 40% of Total)

Underway = 109 Items (75% of Remaining Action Items)

Total Items = 181 Initial + 54 Additional = 235 Total Action Items

Issue Type	Issue #		Course of Action	Priority	Lead Agency	Support Agency	Status
Application & Approval Process							
AAP	1	The walk thru permit process needs to be expanded. It is severely limited because Health Department reviews and DUSWM reviews are not done at the Permitting office.	Review the walk-thru permit process as the whether review times can be shortened, additional types of walk-thru reviews can be provided, and the needed agencies [Related to AAP 12, AAP 14, AAP 18, AAP 20] are available for review. [See PER 22]	L	HD, DUSWM	CD	UNDERWAY: HD is identifying what types of permits or change in review procedure or staff availability would facilitate a walk-through process. Most HD reviews do not lend themselves to walk-through permitting as HD reviews are based on a file search of well & septic information and/or a site visit to field locate systems to insure a proposed action would not cause adverse impact. Relocation of file material is not feasible because of costs and use by all HD staff. Most site visits could be eliminated if architectural-scaled drawings. Most Food-Service related permits cannot be done a walk-through as they involve a more comprehensive review and site visit. H19
AAP	2	Combined plan review and inspections should be done for basic non-residential permits. This should also result in lower fees and as a walk thru permit.	Review the basic non-residential permits process and walk-thru permit process as the whether review times can be shortened, additional types of walk-thru reviews can be provided, and the needed agencies are available for review.	S	CD		COMPLETED: This issue has been addressed in the Expedited Commercial Permit Process presented February 3, 2011. We have initiated a walk thru process and have lowered fees.
AAP	3	All permits, development review applications and anything else that requires a fee, should be allowed to be paid by credit card.	Allow for payment of permit and application fees by credit card.	M	Finance	CD, IIT	UNDERWAY: Finance has initiated discussion to allow credit card payments
AAP	4	DUSWM should not be routed site plans for projects that are served by well / septic. The Health Department should not be routed plans for projects that are served by public water / sewer.	Evaluate the required agencies needed to review site development applications and permits on a case-by-case basis.	L	CD	HD, DUSWM	UNDERWAY: A review is underway to determine which review agencies need to be included for each application type. Unnecessary review agencies will be eliminated from the process.
AAP	5	Simplify the development application process and eliminate or consolidate forms to reduce paperwork where possible.	Applications will be revised after the review of required agencies is completed.	L	CD		UNDERWAY: A review is underway to determine which review agencies need to be included for each application type. Unnecessary review agencies will be eliminated from the process.
AAP	6	The process for Ag Buildings, Farm Wineries, Value added Ag Products Processing, etc...needs to be more predictable and provided for with easy to understand written procedures.	Evaluate and streamline the review of applications and permits related to Agricultural Activities.	L	CD		UNDERWAY: CD has initiated discussions for all "Ag uses" identified.
AAP	7	SHA should not be routed sign permits as long as it is not within SHA right-of-way.	Evaluate the required agencies needed to review sign permit applications and permits on a case-by-case basis.	S	CD		COMPLETED: SHA and CD reached a mutual understanding that it is no longer necessary for SHA to receive or review sign permits if not in SHA right-of-way. This change became effective April 28, 2011.
AAP	8	Faster review timeframes should be established or prioritized for those projects utilizing Federal Stimulus money.	Evaluate the site plan and permitting process to allow for fast-track reviews for projects with little to no impact, expansion of existing businesses, and projects involving Federal or State stimulus money.	M	CD		UNDERWAY: OED is reviewing the possibility of prioritizing these projects.
AAP	9	All review agencies should be required to attend the TAC (Technical Advisory Committee) meetings and those attending must be qualified agency representatives and have the authority to make decisions.	Agencies reviewing and commenting on site development applications should be present at the Technical Advisory Committee (TAC) meetings and have the authority to make needed decisions.	S	CD	HD, DUSWM and others	COMPLETED: A memo (Subject: Technical Advisory Committee (TAC) meetings - "Agency Participation") from David Dunn, Acting County Manager was sent to county staff on May 23, 2011. The memo advised that all agencies should be present and fully participate in TAC meetings. It further clarified that staff be solution oriented and focus on problem resolution at the TAC meetings.
AAP	10	Lack of all applicable review agencies being present at TAC meetings defeats purpose of TAC meetings and results in lack of communication of otherwise readily identifiable agency review and permitting requirements.	Agencies reviewing and commenting on site development applications should be present at the Technical Advisory Committee (TAC) meetings and have the authority to make needed decisions.	S	CD	HD, DUSWM and others	COMPLETED: A memo (Subject: Technical Advisory Committee (TAC) meetings - "Agency Participation") from David Dunn, Acting County Manager was sent to county staff on May 23, 2011. The memo advised that all agencies should be present and fully participate in TAC meetings. It further clarified that staff be solution oriented and focus on problem resolution at the TAC meetings.
AAP	11	Submittal checklists should be provided from all review agencies involved in a project so that clearer direction is received from the beginning.	Reviewing agencies should provide submittal checklists to reduce number of comments, reduce number of resubmitted plans, and reduce similar or conflicting comments.	L	CD, HD, DUSWM and others		UNDERWAY: HD has already developed some review checklists and guidance documents for both internal and external use. HD will review these documents for clarity and identify opportunities for new documents and insure that they are readily available as hard copy and/or webpage. DUSWM checklists (site plans, preliminary plans, and improvement plans) are available and are a part of the Design Guidelines on the website. [See AAP 15] Most CD checklists have been created and are being used.
AAP	12	There are far too many review agencies in both the development review process and the permitting process. This adds to higher fees, longer review timeframes, conflicting reviews and the lack of a single agency to solve problems.	Evaluate the required agencies needed to review site development applications and permits on a case-by-case basis.	L	CD	HD, DUSWM and others	UNDERWAY: A review is underway to determine which review agencies need to be included for each application type. Unnecessary review agencies will be eliminated from the process.
AAP	13	Consider establishing a "green tape" program similar to what is done in Leesburg to expedite projects.		S	CD		COMPLETED: This issue has been addressed in the Expedited Commercial Permit Process presented February 3, 2011.

Issue Type	Issue #		Course of Action	Priority	Lead Agency	Support Agency	Status
AAP	14	The overall process and time it takes to get through the development review process is unreasonable. There are too many agencies involved and not one that has final decision making authority when conflicts arise or breakdowns occur. We need a one stop shop.	Evaluate the required agencies needed to review site development applications and permits on a case-by-case basis.	L	CD	HD, DUSWM and others	UNDERWAY: A review is underway to determine which review agencies need to be included for each application type. Unnecessary review agencies will be eliminated from the process.
AAP	15	Lack of submittal checklists from all reviewing agencies results in plans needlessly receiving comments and being re-submitted for multiple, additional reviews, which additional reviews would be unnecessary if check lists were provided from the outset.	Reviewing agencies should provide submittal checklists to reduce number of comments, reduce number of resubmitted plans, and reduce similar or conflicting comments.	L	CD, HD, DUSWM and others		UNDERWAY: HD provides guidance in written format to both owner and surveyor. Existing process under review. DUSWM checklists (site plans, preliminary plans, and improvement plans) are available and are a part of the Design Guidelines on the website. [See AAP 11] Most CD checklists have been created and are being used.
AAP	16	There should be a fast-track site plan review and permitting process for any employer, current or new, whose land use will add 20 new jobs to the Frederick County employment base or for any use requiring a permit that is paid for in whole or in part by Federal/State stimulus money	Evaluate the site plan and permitting process to allow for fast-track reviews for projects with little to no impact, expansion of existing businesses, and projects involving Federal or State stimulus money.	L	CD	HD, DUSWM and others	UNDERWAY: OED is reviewing the possibility of prioritizing these projects.
AAP	17	Permitting and Development Review web site for communicating status of plan and permit reviews needs to be updated for name and contact information for review rep who has denied or placed a "hold" on plans or requires additional information.	Update on a consistent basis the Permitting and Development Review website information related to the status of site development applications and permits and reviewer contact information.	L	CD	IIT	UNDERWAY: Some in-house updates have been addressed. There are other changes that can only be done by our vendor. Costs are being obtained and then follow-up discussions will occur.
AAP	18	Lack of all County review agencies being represented in a single facility limits County ability to offer one-stop, walk-through permit review and approval.	Community Development Division created, review programs and processes for appropriate review agency presence at 30 North Market Location. [Related to AAP 1]	L	HD, DUSWM	CD	UNDERWAY: The Community Development Division consolidation has been completed. All agencies except OED are now located at 30 NMS. Other County review agencies including HD and DUSWM are still under consolidation. HD and DUSWM met on 7/29/11 to discuss. HD, DUSWM & CDD met on 8/2/2011 to discuss.
AAP	19	Change requirement that separate checks be issues and paid at different locations even when "payee" is same, e.g. building permit fee and water meter fee. Both are payable to "Frederick County, MD", but water meter fee must be paid at DUSWM offices and must allow 5 days after filing permit to enable information regarding tap fee payments to be entered into Hansen system, even when tap fees have been pre-paid.	Evaluate processes and procedures (within Hansen) to enable DUSWM capacity (and meter) fees to be calculated, beginning first with residential construction and paid either at 30 N. Market or 4520 Metropolitan Court. Following successful implementation of residential application, non-residential applications will be evaluated.	M L*	DUSWM	CD, Finance CD, HD, Finance*	UNDERWAY: DUSWM, CD and IIT met on March 7, 2011 to discuss options and feasibility of paying residential fees at 30 N. Market (action is being taken to allow payment at Treasury). Any capacity fee calculated by DUSWM is input into Hansen as 'unpaid'. These 'unpaid' fees can be paid at either 30 N. Market (Treasurer's Office) or 4520 Metropolitan Court (DUSWM Office). This applies to residential and non-residential. Began accepting fees at 30 North Market on June 1, 2011.
AAP	20	There is the uniform perception within the regulated community that the number of agencies reviewing site plans and permits and their time frames for doing so are excessive	Evaluate the required agencies needed to review site development applications and permits on a case-by-case basis.	L	CD	HD, DUSWM and others	UNDERWAY: A review is underway to determine which review agencies need to be included for each application type. Unnecessary review agencies will be eliminated from the process.
AAP	21						
Adequate Public Facilities Ordinance - APF							
APF	1	Vesting of capacity should be forever – or much longer than it is now (if a developer mitigates an improvement then they should have the ability to build out based on making that improvement regardless of when they want to build).	Reevaluate the Adequate Public Facilities Ordinance vesting standards to improvements that have been mitigated.	M	CD		UNDERWAY: Staff began outreach efforts to work with development community to identify potential changes to roads APFO.
APF	2	A project should only be required to mitigate a proportionate improvement based on the capacity they create and not other deficiencies created by background conditions or others. (A project should not be required to mitigate beyond the impact being created).	Reevaluate the Adequate Public Facilities Ordinance process to allow for the expansion of existing businesses through fair share payment to mitigate needed improvements caused by expansion.	M	CD		UNDERWAY: Staff began outreach efforts to work with development community to identify potential changes to roads APFO.
APF	3	Imposition of County APFO policy as pertains to schools on municipalities has resulted in a new low in relations between County and Municipalities. Municipalities resent the heavy-handed fashion in which an action they regard as illegal was imposed, and they see BOE/BOCC declining to redistrict excess school capacity as being principal reason why failing APFO School test is so prevalent.	Reevaluate the Adequate Public Facilities Ordinance school policy requiring municipalities to meet County standard and including system-wide and redistricting review to the testing procedures.	S	CD		COMPLETED: An Ordinance to Repeal the application of APFO schools test within the municipalities was approved on March 1, 2011. This issue has been addressed.
APF	4	Requirement to submit Prelim. Plan before School APFO pre-test will be considered and initiated	Evaluate APFO processing requirements. This issue has already been dealt with as part of Planned Development Districts and could easily be extended to non-floating zone applications.	M	CD		UNDERWAY: Staff began outreach efforts to work with development community to identify potential changes to APFO.
APF	5	Revisit and revise APFO road test standards.	Reevaluate the Adequate Public Facilities Ordinance vesting standards to improvements that have been mitigated.	M	CD		UNDERWAY: Staff began outreach efforts to work with development community to identify potential changes to roads APFO.
APF	6	Requirement to mitigate or pay to mitigate existing conditions to a degree greater than incremental impact of project. and risk that credit for having mitigated an impact or provided for APFO infrastructure will be lost if plan validity expires.	Reevaluate the Adequate Public Facilities Ordinance vesting standards to improvements that have been mitigated.	M	CD		UNDERWAY: Staff began outreach efforts to work with development community to identify potential changes to roads APFO.
APF	7	Lack of APFO adequacy for particular aspects of infrastructure have been used to prevent approval for those aspects of infrastructure which are adequate, thereby needlessly extending the amount of time required for securing approvals once all APFO tests can be satisfied.	Participate in other outreach efforts to understand and investigate specific instances where this may have occurred and evaluate what, if any, revisions to the APFO may be needed.	M	CD	DUSWM	UNDERWAY: Staff began outreach efforts to work with development community to identify potential changes to APFO.
APF	8	Discuss Minor subdivision definition (especially with respect to APFO requirements)		L	CD		
APF	9	Change of use occupancy permits should be simplified and expedited. Complicated site plans should not be required. This includes but is not limited to those uses that are permitted in the Zoning Ordinance.	Evaluate the change of use or tenant process for existing development to provide for a more streamline review and standards specifically related to APFO, Zoning Ordinance (proposed use and site development/improvements), and DUSWM water/sewer requirements.	S	CD		COMPLETED: This issue has been addressed in the Expedited Commercial Permit Process presented February 3, 2011. We have initiated a walk thru process, eliminated the need for many site plans and added flexibility to our "use" determinations.

Issue Type	Issue #		Course of Action	Priority	Lead Agency	Support Agency	Status
APF	10	System-wide school capacity utilization is 89% and falling, but virtually all school districts fail APFO testing because BOE will not redistrict. Poor stewardship of school system and tax payer resources.	Reevaluate the Adequate Public Facilities Ordinance school provisions if changes in policy are desired by the BOCC regarding overall school capacity versus the impacted school district.	L	CD		COMPLETED: This issue has been addressed with the adoption of the School Mitigation Impact Fee APFO Revisions Ordinance 11-18-584. The adoption of this ordinance removes the barrier when a school is over capacity by allowing a development to pay an option to proceed. In addition, the BOCC has expressed interest in requesting the BOE develop a policy whereby Countywide School Capacity is reviewed periodically, even without the opening of a new school.
APF	11	Allow APFO exemption for senior housing to apply to households with at least one resident over 55, instead of requiring that all residents be over 62, i.e., go back to the old rules.	Draft Ordinance to change age requirements for APFO senior housing exemption.	M	CAO	CDD	COMPLETED: This was addressed through Adoption of Ordinance 11-17-583 To Amend the Adequate Public Facilities Ordinance of Frederick County, Maryland, Codified in Chapter 1-20 of the Frederick County Code to Change the Requirements for the Senior Housing Exemption From School Adequacy Testing Effective Date: July 19, 2011
Forest Resource Ordinance - FRO							
FRO	1	To meet FRO requirements, applicants are required to post a bond equal to the amount of the cost estimate. Consider allowing applicants to post a reduced bond amount (50%) – provided they apply for a FRO inspection permit, complete the forest improvements and pass an installation inspection.	Evaluate provisions of the Forest Resource Ordinance (FRO) regarding recent amendments, mitigation requirements, and consistency with State and Federal requirements and standards.	M	CD		COMPLETED: FRO Text Amendment (FT-11-01) was adopted on July 28, 2011 which addressed this issue.
FRO	2	Requirements to mitigate forest resource loss at a greater ratio for off-site replacement than for on-site replacement.	Evaluate provisions of the Forest Resource Ordinance (FRO) regarding recent amendments, mitigation requirements, and consistency with State and Federal requirements and standards.	M	CD		COMPLETED: FRO Text Amendment (FT-11-01) was adopted on July 28, 2011 which addressed this issue.
FRO	3	Environmental standards should not be more strenuous than Federal/State regulations (i.e. floodplain buffers).	Evaluate provisions of the Forest Resource Ordinance (FRO) regarding recent amendments, mitigation requirements, and consistency with State and Federal requirements and standards.	M	CD		COMPLETED: FRO Text Amendment (FT-11-01) was adopted on July 28, 2011 which addressed this issue.
FRO	4	Evaluate the provisions of the Forest Resource Ordinance	Evaluate provisions of the Forest Resource Ordinance (FRO) regarding recent amendments, mitigation requirements, and consistency with State and Federal requirements and standards.	M	CD		COMPLETED: FRO Text Amendment (FT-11-01) was adopted on July 28, 2011 which addressed this issue.
FRO	5	Change Forest Resource Ordinance to be consistent with staff recommendations, which opposed most recent change in FRO Ordinance instituted by prior BOCC	Evaluate provisions of the Forest Resource Ordinance (FRO) regarding recent amendments, mitigation requirements, and consistency with State and Federal requirements and standards.	M	CD		COMPLETED: FRO Text Amendment (FT-11-01) was adopted on July 28, 2011 which addressed this issue.
FRO	6	1:1 Ratio, Mitigation, Replacement for FRO needs to be revisited.	New issue logged 3.17.11	M	CD		COMPLETED: FRO Text Amendment (FT-11-01) was adopted on July 28, 2011 which addressed this issue.
FRO	7	Line K* (All remaining lands to be placed in easements) of FRO calculation worksheet should be evaluated.	New issue logged 3.17.11	M	CD		COMPLETED: FRO Text Amendment (FT-11-01) was adopted on July 28, 2011 which addressed this issue.
FRO	8	Use State Standards for FRO	New issue logged 3.17.11	M	CD		COMPLETED: FRO Text Amendment (FT-11-01) was adopted on July 28, 2011 which addressed this issue.
Permits - PER							
PER	1	The Liquor Board inspection process by the Fire Marshal is duplicative to the occupancy inspection process performed by the Permit & Inspection Department / Office of Life Safety.	Eliminate duplicative permit reviews and inspections between County agencies.	S	CD	DFRS	UNDERWAY: A pilot program has been established to eliminate duplicative process by the Fire Marshals office.
PER	2	Permits and permit applications that have expired or which are needed in order to complete work that started on a previous permit, should be allowed to be extended with minimum fee retroactively in many cases.	Evaluate the permitting process and required fee for extensions or resubmission of expired permits.	S	CD		COMPLETED: Resolution 11-12 was approved on May 26, 2011 by the BOCC. The Resolution approved an alternate fee schedule and language allowing permits and permit applications that have expired or which are needed in order to complete work to be extended with a minimum fee, in many cases retroactively.
PER	3	Home occupation permits for in-home day cares with 8 or less children should not be required since they are regulated (permitted and inspected) by the State.		L	CD		UNDERWAY: A review has been initiated to better understand the state and County requirements and to determine if any changes are warranted in order to simplify.
PER	4	Identify and distribute the minimum expectations that the building, plumbing and electrical inspector will need to see completed in order for an inspection to be performed.	Provide plumbing and electrical checklist identifying minimum inspection criteria/items and guides outlining common inspection issues and concerns.	S	CD		COMPLETED: These lists have been completed and are posted on the Permits & Inspections webpage.
PER	5	Identify and distribute a top ten list of most common problems identified when performing building, plumbing and electrical inspections against certain permit types or installations.		M	CD		COMPLETED: These lists have been completed and are posted on the Permits & Inspections webpage.

Issue Type	Issue #		Course of Action	Priority	Lead Agency	Support Agency	Status
PER	6	Revisit building permit refund policy. If a permit is issued and an inspection has been performed, then no refund is given if the permit is abandoned. Then, if another permit is obtained to complete the work all new fees are required to be paid.	Evaluate the permitting process and required fee for extensions or resubmission of expired permits.	S	CD		COMPLETED: Resolution 11-12 was approved by the BOCC on May 26, 2011. The Resolution approved an alternate fee schedule and language revising the building permit refund policy to allow refunds to be given against an abandoned permit even if an inspection has been performed.
PER	7	Demolition permit fees are excessive	Evaluate overall Fee Structure	M	CD		COMPLETED: Resolution 11-12 was approved by the BOCC on May 26, 2011. The Resolution approved an alternate fee schedule which included lowering demolition permit fees to a more reasonable amount.
PER	8	<i>The process for tenant changes that are not walk-through permits and are community water or sewer are far too complicated and burdensome. From the DUSWM webpage:</i> <i>All businesses new, relocating or expanding who are connected to or going to be connect to the Frederick County Sewer System are required under the Frederick County Industrial Waste Ordinance 92-12-047 to provide specific information. Any commercial sewer user discharging wastewater other than hand washing and toilet flushing will need the Authorized Signatory Form, Industrial Waste Survey and the Spill Management Plan. Commercial Sewer users having only hand washing and toilet flushing MUST complete Sections I and II of the Industrial Waste Survey and then sign the Certification Statement on Page 5.</i>	Participate in other outreach efforts to educate, but also understand and investigate specific instances where this may have occurred and evaluate what, if any, revisions to either the <i>Industrial Wastewater Pretreatment Ordinance</i> can be made (which is a federal mandate) or the form itself. [See PER 33 and SPL 7]	M	DUSWM	CD	UNDERWAY [Partially COMPLETE]: Internal review and update of the <i>Industrial Wastewater Pretreatment Ordinance</i> along with review of the IWS form. DUSWM requires the completion of the IWS to keep contact information for industrial users current and determine which, if any, users may require discharge permits based upon the potential to adversely affect the wastewater treatment plant and environment. The current IWS form is very comprehensive in nature because it must address all business types ranging from restaurants to industrial manufacturing. Previous revisions of the form have attempted to minimize the information required by each applicant. However, DUSWM <u>revised</u> the form further to make it clear that businesses with <u>only</u> hand washing and restroom facilities do <u>not</u> need to complete the entire form. Additional input on the form itself was solicited at a Permitting Outreach meeting on August 19, 2011 and an outreach meeting dedicated to pretreatment issues on August 24, 2011.
PER	9	Revise the County plumbing code to exempt certain plumbing appliances (dishwashers, etc...) from the requirement to get a plumbing permit and inspection.	Reevaluate the policy requiring a permit to be submitted to replace plumbing fixtures and appliances.	S	CD		COMPLETED :A Plumbing Code amendment to exempt certain plumbing appliances from the requirement to obtain a permit and an inspection was approved on March 1, 2011. This issue has been addressed.
PER	10	Eliminate necessity for permit to accomplish certain type of appliance and plumbing maintenance and replacements.	Reevaluate the policy requiring a permit to be submitted to replace plumbing fixtures and appliances.	S	CD		COMPLETED: A Plumbing Code amendment to exempt certain plumbing appliances and maintenance and replacements from the requirement to obtain a permit and an inspection was approved on March 1, 2011. This issue has been addressed.
PER	11	Definition of agriculture building	Reevaluate the use of the term "agricultural building" as it relates to the building code and zoning ordinance to be consistent.	L	CD		UNDERWAY: CD has initiated discussions for all "Ag uses" identified.
PER	12	Where "blanket" plans are involved, policy of not reviewing submitted plans unless necessitated by a pending permit, needlessly adds 2-3 weeks to the permit issuance cycle the first time that a permit under the "stored, but un-reviewed" blanket plan is processed for a building permit.		L	CD		UNDERWAY: Discussion is underway with FCBA and will be resolved during the 2012 Code adoption process.
PER	13	Provide notice and a comment period for proposed building code changes and do not rely solely on "Outreach Meetings" or the Permit and Dev. Rev web site to insure that builders and trade partners receive notice of change and opportunity to comment.	Improve communication and interaction between the County, the public, and the development community to be more transparent regarding changes to policy and procedures of the building code and County ordinances.	L	CD		COMPLETED: The 2012 Building Code Adoption Process and schedule has been established. Notice has been given to the FCBA and they will participate in all meetings. All information has also been posted on-line, at the customer service counter and at the work stations where applicants complete permit applications.
PER	14	Intact adoption of model building codes.		L	CD		UNDERWAY: A building code committee is being established to include FCBA representatives and others to discuss the value of ensuring model code adoption is intact.
PER	15	Time consuming, expensive and needless plan submittal requirements for simple, permitted accessory uses. (e.g. propane tank) for simple, permitted accessory uses. (e.g. propane tank)	Reevaluate process and procedures for temporary use, changes to use and minor site improvements/changes (i.e. accessory structures, signs, and propane tanks).	M	CD		COMPLETED: Plan submittal process has been simplified only requiring plot plans and a hand sketch for simple permitted accessory uses and these are now processed with building permits and are not required to be approved prior to application.
PER	16	Permitting requirements for insurance work related to in-kind re-placement are costly and time-consuming, especially when site plan submittal is required.		M	CD		COMPLETED: Ordinance #09-05-509 has been adopted and allows structures destroyed by a catastrophic event to be reconstructed, in certain circumstances, without full site plan review.
PER	17	Eliminate "insulation inspection" on a new home if that home already has a third party "sustainability" inspector performing thermal integrity check list inspection and duct blast and blower door tests.		S	CD		COMPLETED: Permits & Inspections has adopted a policy to accept independent inspection agencies reports in these circumstances. The policy was adopted on May 3, 2011 and has been posted on the website.
PER	18	Eliminate limitation on number of bends in the pipe run of a radon collection system.	Evaluate Issue	S	CD		COMPLETED: This issue has been addressed. There is no longer a limitation on the number of bends as long as the pipe continues to run vertically.
PER	19	Rationale for licensed plumber to obtain a separate license to install a septic system. Issue relates to seemingly needless licensing requirement, cost of same and limited license duration.		L	CD		UNDERWAY: Staff has reviewed this requirement and agrees that it is not necessary. A worksession with the BOCC was held August 25, 2011 and they directed staff to take this to a public hearing on September 15, 2011.
PER	20	Combine two plumbing permits required for residential home construction into one. Items covered by both permits are inspected by the same party.		S	CD		COMPLETED: Only one plumbing permit is now required when one plumber is performing the on-site residential utility work and the plumbing work. This became effective July 1, 2011.

Issue Type	Issue #		Course of Action	Priority	Lead Agency	Support Agency	Status
PER	21	The process to gain approval to install a propane tank is too complicated. Site plan and other submittal requirements should not be required.	Reevaluate process and procedures for temporary use, changes to use and minor site improvements/changes (i.e. accessory structures, signs, and propane tanks).	M	CD		COMPLETED: Plan submittal process has been simplified only requiring plot plans and a hand sketch for simple permitted accessory uses and these are now processed with building permits and are not required to be approved prior to application.
PER	22	Need to process additional application types via the walk through process. This includes tenant fit out projects both on well & septic and those on public water / sewer. All applications should be processed and reviewed at one location.	Review the walk-thru permit process as the whether review times can be shortened, additional types of walk-thru reviews can be provided, and the needed agencies [Indirectly Related to AAP 12, AAP 14, AAP 18, AAP 20] are available for review. [See AAP 1]	L	DUSWM, HD	CD	UNDERWAY: Additional HD and DUSWM application types are being considered to be eligible for the walk-thru process. HD and DUSWM met on 7/29/11 to discuss. HD, DUSWM & CDD met on 8/2/2011 to discuss.
PER	23	Temporary Land Use permits should be simplified and expedited.		M	CD		
PER	24	Recommendations from the FCBA relative to building code changes need to be given more consideration.	Improve communication and interaction between the County, the public, and the development community to be more transparent regarding changes to policy and procedures of the building code and County ordinances.	L	CD		COMPLETED: This is a statement that is reflective of the overall effort that has undertaken with this BFIA. The FCBA have been routinely consulted on a number of issues and initiatives to better understand their concerns and consider their input. The Planning and Development Review Outreach Meetings have been increased to every other month.
PER	25	It is unreasonable to require a permit (and submit 10 copies of a site plan) for a job site trailer.	Reevaluate process and procedures for temporary use, changes to use and minor site improvements/changes (i.e. accessory structures, signs, and propane tanks).	M	CD		COMPLETED: Site plans are no longer required and we now accept a plot plan or hand sketch. Also only require 3 copies and do not require signed and sealed drawings.
PER	26	The duplicate process of DUSWM providing an additional inspection to confirm the plumbing fixtures that were permitted to be installed were actually installed is unnecessary and results in extra time and cost.	Evaluate and revise existing processes whereby code, health department and DUSWM requirements associated with plumbing fixtures is refined to accommodate the needs of each agency (and addresses illegal installation of fixtures, i.e., no plumbing permit), while ensuring the permittee is aware of same (earlier) at the beginning of the process. Consider training of plumbing inspectors to perform this function.	L	DUSWM	CD, HD	
PER	27	The cost of tap fees for non-residential permits are unreasonably high especially for tenant fit-out applications. The fees add thousands of dollars to the cost of obtaining a building permit. Many tenants aren't aware of how excessive they are and find out only after a lease is signed.	Participate in other coordinated agency outreach efforts to educate property owners/developers, including website FAQs, regarding the creation of leases where a tenant fit-out involves additional fixtures.	M	DUSWM	CD, HD	UNDERWAY: Meeting held for 7/29/11 with Health Department and DUSWM representatives. Advertised issue & attended CD Permitting Outreach meeting on 8/19/11. One comment received (re: working through commercial real estate agents). At 8/22/11 meeting with CDD working to create checklist/description of fees/CAFs, etc., to be included in CDD's tenant fit-out information.
PER	28	The requirement for tap fees to be paid at DUSWM's facility at Metropolitan Court is very inconvenient to applicants and delays permit issuance.	Evaluate processes and procedures (within Hansen) to enable DUSWM capacity (and meter) fees to be paid either at 30 N. Market or 4520 Metropolitan Court. [Related to AAP 19]	M	DUSWM	CD, Finance CD, HD, Finance*	COMPLETED: Payments accepted at 30 North Market, starting June 1, 2011.
PER	29	The requirement for on-site water and sewer to be 100% complete and operational prior to the release of a building permit is unreasonable and a very strict requirement of the County. This is not required any place else in the State.	Evaluate Sec. 1-16-106 of the County Code, along with Environment Article 9-512 and consider changes.	L	DUSWM, County Attorney	HD	UNDERWAY: DUSWM & CD met on April 26, 2001 to discuss.
PER	30	Additional building plans are required to be submitted on non-residential applications in order for DUSWM to calculate fees. This adds cost and delays to issuing the permit since this isn't performed at the permitting office.	Evaluate and revise existing processes whereby the timing of additional plans is known earlier in the process to facilitate permit issuance. Consider the receipt of DUSWM-needed plans via "digital" media (*.PDF format) to reduce printing costs of applicants.	L	DUSWM	CD	UNDERWAY: DUSWM & CD met on April 26, 2001 and August 22, 2011 to discuss. CDD (Permits) will accept paper plans at the time of permit application. DUSWM will accept *.PDF plans on CD.
PER	31	There is no policy to refund permit fees for the Health Department or DUSWM in cases where the work is not completed or even when the permit is denied or application suspended.	Review respective agency policies and procedures; determine if all refunds can be issued on <u>one check</u> vs. each department doing their own.	M	HD, DUSWM	CD, Finance	UNDERWAY: For fees paid at HD there are procedures in place for refunds; for HD fees paid at CD a written procedure will be developed. HD does not refund fees once review or inspection has been done. DUSWM refunds capacity fees when a building permit is voided. DUSWM policy allows refunds once the permit is void, assuming <u>no plumbing</u> was done prior to void. DUSWM will provide copy of written refund policy to CD. Working with CD to determine if all refunds can be issued on one check vs. each department doing their own.
PER	32	Eliminate plumbing fixture fees and any related use fee associated with plumbing fixture count if/when an added fixture exceeds the requirements of building code and reasonably does not contribute to an increase in consumption of utility services.	See PER-34.	L	DUSWM	CD	UNDERWAY: "Advertised" and attended CD Outreach meeting on 8/22/11. One comment received regarding eliminate fees for "convenience" fixtures. Fees under review as part of water and sewer rate update by MFGS.
PER	33	The required Industrial Waste Survey form by DUSWM is far too complicated and unnecessary in many applications.	See PER 8 and SPL 7	M	DUSWM		UNDERWAY [Partially COMPLETE]: Internal review and update of the Industrial Wastewater Pretreatment Ordinance along with review of the IWS form. DUSWM requires the completion of the IWS to keep contact information for Industrial users current and determine which, if any, users may require discharge permits based upon the potential to adversely affect the wastewater treatment plant and environment. The current IWS form is very comprehensive in nature because it must address all business types ranging from restaurants to industrial manufacturing. Previous revisions of the form have attempted to minimize the information required by each applicant. However, DUSWM revised the form further to make it clear that businesses with only hand washing and restroom facilities do not need to complete the entire form. Additional input on the form itself was solicited at a Permitting Outreach meeting on August 19, 2011 and an outreach meeting dedicated to pretreatment issues on August 24, 2011.

Issue Type	Issue #		Course of Action	Priority	Lead Agency	Support Agency	Status
PER	34	The capacity fees charged by DUSWM are unreasonably high. It is not uncommon for this fee to be several thousand dollars when something simple such as a single toilet is being installed. This fee significantly exceeds the cost of construction and other project costs. This is particularly a hardship when plumbing fixtures are installed as a convenience for the business (i.e. an extra toilet, hand sink, etc.) and not required by code.	Participate in other outreach efforts to educate, but also understand and investigate specific instances where this may have occurred and evaluate what, if any, revisions to the <i>Water and Sewer Rules and Regulations</i> may be considered.	L	DUSWM	CD	UNDERWAY: "Advertised" and attended CD Outreach meeting on 8/22/11. One comment received regarding eliminate fees for 'convenience' fixtures. Fees under review as part of water and sewer rate update by MFSG.
PER	35	A fee should not be charged for Soil Conservation District when they do not perform a review or an inspection (ex. New dwelling applications, Ag Building zoning certificate, etc...)		L	CD	State, CAO	UNDERWAY: Staff is reviewing the local and state requirements as well as the legal authority.
PER	36	A Soil Conservation District fee is charged for every building permit even though a review is not performed. Consider eliminating this fee.		L	CD	State, CAO	UNDERWAY: Staff is reviewing the local and state requirements as well as the legal authority.
PER	37	The certificate of occupancy issuance process in municipalities needs to be simplified.		S	CD		COMPLETED: This issue has been addressed. Certificates are issued electronically to the Towns, reducing the process by days. process.
PER	38	Initiate a procedure that allows refunds to be issued in the case of an over payment from pre written checks or otherwise.		S	CD		COMPLETED: We have re-evaluated our procedures with regard to customers presenting checks for payments that exceed the actual amount due. Prior, we did not issue refunds. A policy has been implemented where refunds of overpayments can now be made by the County Treasurer's Office at 30 North Market Street.
		Site Plans - SPL					
SPL	1	Simplify the site plan requirements for change of use applications that are allowed by the Zoning Ordinance.	Reevaluate process and procedures for temporary use, changes to use and minor site improvements/changes (i.e. accessory structures, signs, and propane tanks).	S	CD		COMPLETED: This issue has been addressed in the Expedited Commercial Permit Process presented February 3, 2011.
SPL	2	The parking, lighting and landscaping requirements should not be required to be met on existing sites. Consider a threshold where they should apply, such as when more than 50 % of a site is being redeveloped.	Evaluate the implementation of parking, loading, lighting, and landscaping requirements for sites that are proposing minor amendments or improvements, expansion, and redevelopment.	M	CD		UNDERWAY: Policies and procedures have been drafted to address this issue and are under final review.
SPL	3	Revise site plan requirements to accept a simplified plan for simple submissions such as signage changes, accessory structures, propane tanks, generator pads, etc...	Reevaluate process and procedures for temporary use, changes to use and minor site improvements/changes (i.e. accessory structures, signs, and propane tanks).	M	CD		COMPLETED: Plan submittal process has been simplified only requiring plot plans and a hand sketch for simple permitted accessory uses and these are now processed with building permits and are not required to be approved prior to application.
SPL	4	Simplify the site plan requirements so that field changes that need to be reflected on a revised plan can be submitted as a "red-line" or an "as-built" condition. Allow them to be processed during the site compliance inspection and reviewed and approved during that process and prior to occupancy but without the requirement to submit a formal revision or fee.	Reevaluate process and procedures for field changes, improvement plans and as-builts.	L	CD		
SPL	5	Landscaping substitutions should not require a revised site plan.	Evaluate the implementation of parking, loading, lighting, and landscaping requirements for sites that are proposing minor amendments or improvements, expansion, and redevelopment.	L	CD		UNDERWAY: Policies and procedures have been drafted to address this issue and are under final review.
SPL	6	Not all site plan applications should require an APFO and FRO review or be required to submit and pay for exemption requests.		L	CD		UNDERWAY: Policies and procedures have been drafted to address this issue and are under final review.
SPL	7	The applicant obligations to complete an Industrial Waste Survey are burdensome and excessive.	See PER 8 and PER 33	M	DUSWM		UNDERWAY [Partially COMPLETE]: Internal review and update of the Industrial Wastewater Pretreatment Ordinance along with review of the IWS form. DUSWM requires the completion of the IWS to keep contact information for Industrial users current and determine which, if any, users may require discharge permits based upon the potential to adversely affect the wastewater treatment plant and environment. The current IWS form is very comprehensive in nature because it must address all business types ranging from restaurants to industrial manufacturing. Previous revisions of the form have attempted to minimize the information required by each applicant. However, DUSWM revised the form further to make it clear that businesses with only hand washing and restroom facilities do not need to complete the entire form. Additional input on the form itself was solicited at a Permitting Outreach meeting on August 19, 2011 and an outreach meeting dedicated to pretreatment issues on August 24, 2011.
SPL	8	Eliminate site plan submittal and significantly reduce time associated with change of tenant or change of use in any commercial zone where the use is a permitted use under zoning and especially where the change of tenants involves no change of use.		S	CD		COMPLETED: This issue has been addressed in the Expedited Commercial Permit Process presented February 3, 2011. Site plan requirements have been eliminated and we have initiated a walk thru process that has reduced the approval time by weeks.
SPL	9	There is no rationale for requiring a site plan submittal for in-kind replacement of building or site features such as existing signage and building canopies.		M	CD		
SPL	10	Change of use applications should be simplified and potentially have different levels of approval and review, depending on the requested change and complexities.		S	CD		COMPLETED: This issue has been addressed in the Expedited Commercial Permit Process presented February 3, 2011. Simplified procedures for change of use applications have been implemented.

Issue Type	Issue #		Course of Action	Priority	Lead Agency	Support Agency	Status
SPL	11	The process to gain approval to install a propane tank is too complicated. Site plan and other submittal requirements should not be required.		M	CD		COMPLETED: Plan submittal process has been simplified only requiring plot plans and a hand sketch for simple permitted accessory uses and these are now processed with building permits and are not required to be approved prior to application.
SPL	12	Site plans and improvement plans do not have a long enough approval timeframe.		L	CD	DUSWM and others	UNDERWAY: No action needed on extending the site plan approval timeframe. CD/DUSWM have proposed a revised IP approval block that increases DUSWM's plan approval from 1 to 2 years. May need a Resolution to be approved. [See GEN 12]
SPL	13	The parking, lighting and landscaping requirements need to be revised. All projects, especially those proposing expansion, should not be subjected to the same standards.	Evaluate the implementation of parking, loading, lighting, and landscaping requirements for sites that are proposing minor amendments or improvements, expansion, and redevelopment.	M	CD		UNDERWAY: Policies and procedures have been drafted to address this issue and are under final review.
SPL	14	Parking requirements for certain uses (offices uses, etc...) need to be reviewed and revised. Our requirements have dropped to 2 ½ per, but the planning commission can approve more, however they need to be of impervious nature. This is unreasonable especially when users needing 4 per. This puts the County at a competitive disadvantage when users are looking for available surface parking.	Provide policies and procedures to clarify the application of 1-19-6.220 (A)(2) and a definition for implementation of overflow parking.	M	CD		UNDERWAY: Policies and procedures have been drafted to address this issue and are under final review.
SPL	15	The site plan submission requirements (Type I, II, III) of the Zoning Ordinance are overly burdensome and extremely expensive to have done. The achieve very little in terms of meeting the requirements needed for the review of zoning issues. This is even more burdensome for applicants wanting to expand or redevelop.		S	CD		COMPLETED: This issue has been addressed through several initiatives including an Ordinance approved on May 17, 2011 (effective May 28, 2011) that includes amendments to the zoning ordinance. The issue will also continue to be refined through the drafting of policies and procedures.
SPL	16	Allow signage plans to be reviewed along with building permit and without the need to have a formal site plan review.		M	CD		UNDERWAY: As part of updated policies and procedures.
SPL	17						
Subdivision - SUB							
SUB	1	The requirement to construct common driveways prior to lot recordation is not reasonable.		L	CD		UNDERWAY: A workgroup has been established to review the County's Subdivision Ordinance. A news release announcing this initiative was sent out August 24, 2011. Feedback is expected back by September 30.
SUB	2	Reconsider the development and subdivision restrictions on dead end roads.		L	CD		UNDERWAY: A workgroup has been established to review the County's Subdivision Ordinance. A news release announcing this initiative was sent out August 24, 2011. Feedback is expected back by September 30.
SUB	3	Consider more than a 3 year application/approval period for combined preliminary / final plats or provide a process that allows for an extension.		L	CD		UNDERWAY: A workgroup has been established to review the County's Subdivision Ordinance. A news release announcing this initiative was sent out August 24, 2011. Feedback is expected back by September 30.
SUB	4	Explore the County's statutory obligation to review condo plats.		L	CAO		UNDERWAY: A workgroup has been established to review the County's Subdivision Ordinance. A news release announcing this initiative was sent out August 24, 2011. Feedback is expected back by September 30.
SUB	5	Reconsider the elimination of the Farm Lot process of subdivision		L	CD		UNDERWAY: A workgroup has been established to review the County's Subdivision Ordinance. A news release announcing this initiative was sent out August 24, 2011. Feedback is expected back by September 30.
SUB	6	Maximum lot size proposals		L	CD		UNDERWAY: A workgroup has been established to review the County's Subdivision Ordinance. A news release announcing this initiative was sent out August 24, 2011. Feedback is expected back by September 30.
SUB	7	Make timing of submittal of zoning and subdivision text amendment requests more flexible and substantially shorten timeframe for text amendment review and approval.	Reevaluate the current process for the submission of a zoning ordinance and subdivision ordinance text amendment request.	L	CD	CAO	COMPLETED: This issue was brought before the BOCC on July 28, 2011 as part of the Priority 2 Zoning Text Amendments. The BOCC recognized that the current process is actually better as it allows any constituent to solicit a request to the BOCC and the BOCC will decide if it is something that should be further examined/developed as a potential amendment. This process saves staff/board time, reduces fees to the applicant and eliminates unnecessary public hearings for a proposal that otherwise does not have some general support to proceed.
SUB	8	Existing Dead End Road- reevaluate section 1-16-236 layout.	New issue logged 3/17/11	L	CD		UNDERWAY: A workgroup has been established to review the County's Subdivision Ordinance. A news release announcing this initiative was sent out August 24, 2011. Feedback is expected back by September 30.
SUB	9	Addition Plats- Confirmatory Deed Draft to be reviewed by staff prior to approval as it creates a hardship. Is this necessary?	New issue logged 3/17/11	L	CD		UNDERWAY: A workgroup has been established to review the County's Subdivision Ordinance. A news release announcing this initiative was sent out August 24, 2011. Feedback is expected back by September 30.
SUB	10	Correction Plat- Section 1-16-6 (B) (1)- Original owner of original plat reference needs to be removed.	New issue logged 3/17/11	L	CD		UNDERWAY: A workgroup has been established to review the County's Subdivision Ordinance. A news release announcing this initiative was sent out August 24, 2011. Feedback is expected back by September 30.
SUB	11	Posting of signs on Minors (Public Notice)- Reconsider this requirement.	New issue logged 3/17/11	L	CD		UNDERWAY: A workgroup has been established to review the County's Subdivision Ordinance. A news release announcing this initiative was sent out August 24, 2011. Feedback is expected back by September 30.
SUB	12	Sight Distance-Driveway Separation- Reconsider the requirements	New issue logged 3/17/11	L	CD		UNDERWAY: A workgroup has been established to review the County's Subdivision Ordinance. A news release announcing this initiative was sent out August 24, 2011. Feedback is expected back by September 30.

Issue Type	Issue #		Course of Action	Priority	Lead Agency	Support Agency	Status
SWM	13	The SWM regulations and processes need to be improved. Separate fees, plans, etc... for smaller projects vs. the 3 plan types for larger projects.		S	CD		COMPLETED: This issue has been addressed. An Ordinance that amended the SWM regulations was approved on March 1, 2011. Separate fees and single plans are now allowed for smaller projects.
SWM	14						
General - GEN							
GEN	1	Development approval expiration dates and deadlines should be extended based on the continuation of poor economic conditions and the expectation that development regulations are going to be revisited.	Evaluate the need to extend the adopted Ordinance No. 09-23-527, entitled "Extension of Certain Development Approval Periods and Deadlines" for approved development applications and increasing approval and extensions periods for new development applications.	S	CD		COMPLETED: This issue has been addressed. An Ordinance was approved on March 1, 2011 that extends vesting periods for development applications an additional 3 years.
GEN	2	A driveway fee should not be charged, when an application is made for a building permit, for closed section roads when the construction and inspection is done by DPW inspectors under the PWA/Surety and inspection fees paid thru that process.		S	CD	DPW	COMPLETED: Resolution 11-12 was approved by the BOCC on May 26, 2011. The Resolution approved an alternative fee schedule that eliminates the driveway permit fee when the apron was constructed under a PWA or a previously approved closed section public road.
GEN	3	Non residential structures, such as a storage sheds or open pavilions, should not be required to pay excise tax so long as there is a primary structure on the property.		M	Finance	Finance, CAO	
GEN	4	Eliminate the annual renewal fee for businesses that have security alarms.		M	CD		COMPLETED: A BOCC public hearing and decision was held July 14, 2011 that eliminated the annual renewal fee for businesses that have security alarms.
GEN	5	Allow customers to access and use County computers to look up permit information, assessment information, etc...		L	CD	IIT	COMPLETED: The Customer Service Supervisor has been relocated to the front counter area. She now assists customers and provides information for the customer, which no longer requires them to do it themselves and therefore eliminated the need for them to use the computers.
GEN	6	Period of validity for approved preliminary plans and final site Improvement Plans that are at risk of expiration should be extended for a period of at least 3 years to reflect adjustment for temporary unforeseen consequences of economic downturn as relates to market feasibility and availability of financing required for plan implementation.		S	CD		COMPLETED: This issue has been addressed. An Ordinance was approved on March 1, 2011 that extends vesting periods for development applications an additional 3 years.
GEN	7	In guaranteeing completion of public improvements, use of surety bonds should be accepted as an alternative to letters of credit. Frederick County is one of put 2 of 22 Maryland counties that does not accept surety bonds as guarantees for public works agreements. Both cost and ease of procuring security bonds is less demanding than for LOC. Even municipalities within the County will accept surety bond guarantees whereas County will not.	Develop process to accept bonds in lieu of letters of credit by verifying the Surety Bond Resolution	L	DPW/CAO	DUSWM	COMPLETED: This item was brought before the BOCC on 09/01/11 and the BOCC approved with a 4-0-1 vote - DPW Worked with DUSWM and the County Attorney's office to develop a process for accepting bonds in lieu of Letters of Credit. County Attorney's office is revising Surety Bond Resolution. Ongoing.
GEN	8	Work to remove widely shared perception that economically harmful BOCC decisions regarding water/sewer classifications and comp plan zoning and transportation designations are a reflection of "payback" to applicants or their representatives holding views unpopular with a majority of the BOCC.		S	CD		COMPLETED: This is a statement on the culture, policy and perceptions of a Board at the time of decision making. The Actions taken are reflective of the overall effort that has undertaken with this BFIA.
GEN	9	Each prospective land use being considered in a regional Comp Plan should be evaluated in light of projected future needs and consistency with optimizing use of existing infrastructure, rather judging such possible land uses in light of current APFO status.		S	CD		COMPLETED: This is a statement on the culture, policy and perceptions of a Board at the time of decision making. The Actions taken are reflective of the overall effort that has undertaken with this BFIA.
GEN	10	General: Accomplish a change in staff orientation from one of "Why should I help you?" to "How can I help you?" and mean it. Staff possessing an attitude of rendering service to the public should be given authority and encouraged to exercise judgment to address and solve problems. In the event of conflicting interpretations or requirements among County review agencies there should be an individual designated as having responsibility to resolve such situations whose decisions would be binding on the respective agencies and would serve as precedent for future similar situations.	Review the customer service process and procedures to be more customer friendly, provide better customer service, address public concerns/questions, and provide more flexibility in decision making.	S, M, L	All Agencies		COMPLETED: The Actions taken are reflective of the overall effort that has undertaken with this BFIA. It is also evident in the recent business satisfaction survey sent out by OED.
GEN	11	Process for notification of builders/contractors of actual or pending changes to building code needs improvement.	Improve communication and interaction between the County, the public, and the development community to be more transparent regarding changes to policy and procedures of the building code and County ordinances.	L	CD		COMPLETED: The 2012 Building Code Adoption Process and schedule has been established. Notice has been given to the FCBA and they will participate in all meetings. All information has also been posted on-line, at the customer service counter and at the work stations where applicants complete permit applications.
GEN	12	Length of time for validity of plans too short, especially given increasing complexity of design issues and regulation and forecasts for extended economic recovery.		L	CD	DUSWM, CAO	UNDERWAY: No action needed on extending the site plan approval timeframe. CD/DUSWM have proposed a revised IP approval block that increases DUSWM's plan approval from 1 to 2 years. May need a Resolution to be approved. [See SPL 12]
GEN	13	Re-examination of Impact Fees - Level compared to other counties; school design standards and indexing for increases in school construction costs. Review and roll back summer 2010 school impact fee increases which were increased without justification.		S	Finance	CD	
GEN	14	Lack of proportion/scale in Impact Fees is counter-productive to presumed County encouragement of affordable housing.		S	Finance	CD	

Issue Type	Issue #		Course of Action	Priority	Lead Agency	Support Agency	Status
GEN	15	Period for builder holding an affordable home available for an income-eligible buyer should be reasonably limited.		M	Housing		UNDERWAY: CDD & Housing met with staff/industry stakeholders on May 3, 2011 to identify initial approaches to re-assessing the MPDU program altogether and met again on 5/18.
GEN	16	For new 2010 Sediment Control Regulation implementation, the recommendation is that "grandfathering" from application of the 2010 regulations be granted automatically to those plans having Preliminary Plan Approval as of the date when the 2010 Sediment Control Regulations were adopted.		L	CD		UNDERWAY: This item was discussed at the August 3, 2011 Outreach meeting and will be further addressed by the SWM workgroup.
GEN	17	Collection of school and library impact fees substantially in advance of designated impact existing		S	Finance	CD	
GEN	18	Review and revise as appropriate County "Development Review" fee structure and "Water & Sewer Inspection Fee" structure.	See GEN 49	M	CD, DUSWM	HD and others	UNDERWAY: The Development Review schedule has been reviewed and those fees were lowered on July 1, 2011. These fees were part of the DPDR fee schedule that was evaluated and lowered approximately 10%. The Development Review portion of this item has been completed.
GEN	19	Targeted user groups should be established to address concerns and issues that don't necessarily apply to all projects (i.e. new residential construction, non residential construction, large development projects, small development projects, etc...). Gary and Laurie should work with the Chamber of Commerce, FCBA and others to establish user groups and feedback should be funneled back through Gary and Laurie.		S	CD		COMPLETED: This issue has been addressed. Targeted user groups have been established by the Chamber of Commerce, FCBA and County staff to address issues including but not limited to APFO, Site plans, SWM, and builder and contractor issues. Frequent meetings have been held and regular meeting will be established.
GEN	20	Establish a task force, and Charter the group, from those represented at the Nov. 22 meeting to identify ways to cut down on approval timeframes.		L	CD		
GEN	21	More flexibility must be included in the regulations and staff must have an attitude of "how can we help" and "what can we do to get your project approved". Regulations and policies have eliminated the ability to make good judgment calls.	Review the customer service process and procedures to be more customer friendly, provide better customer service, address public concerns/questions, and provide more flexibility in decision making.	S, M, L	All Agencies		COMPLETED: OED surveyed the business and development community and other applicants. The results were presented to the BOCC on August 4, 2011. Over 92% of the respondents said they have noticed some substantial improvement. Over 84% said complying with regulations has become easier. Over 97% said they were satisfied with actions the County has taken to date. Follow-up surveys will also be done.
GEN	22	Established policies have almost taken away the ability to be flexible.	Review the customer service process and procedures to be more customer friendly, provide better customer service, address public concerns/questions, and provide more flexibility in decision making.	S, M, L	All Agencies		COMPLETED: OED surveyed the business and development community and other applicants. The results were presented to the BOCC on August 4, 2011. Over 92% of the respondents said they have noticed some substantial improvement. Over 84% said complying with regulations has become easier. Over 97% said they were satisfied with actions the County has taken to date. Follow-up surveys will also be done.
GEN	23	Become more customer-oriented.	Review the customer service process and procedures to be more customer friendly, provide better customer service, address public concerns/questions, and provide more flexibility in decision making.	S, M, L	All Agencies		COMPLETED: OED surveyed the business and development community and other applicants. The results were presented to the BOCC on August 4, 2011. Over 92% of the respondents said they have noticed some substantial improvement. Over 84% said complying with regulations has become easier. Over 97% said they were satisfied with actions the County has taken to date. Follow-up surveys will also be done.
GEN	24	Regulations are not sensitive to businesses that want to expand.	Evaluate the site plan and permitting process to allow for fast-track reviews for projects with little to no impact, expansion of existing businesses.	S, M, L	All Agencies		COMPLETED: OED surveyed the business and development community and other applicants. The results were presented to the BOCC on August 4, 2011. Over 92% of the respondents said they have noticed some substantial improvement. Over 84% said complying with regulations has become easier. Over 97% said they were satisfied with actions the County has taken to date. Follow-up surveys will also be done.
GEN	25	Water/Sewer Plan designations must be used as a <u>positive</u> planning tool and not a way that is harmful to applicants and property owners.		L	CD		COMPLETED: This is a statement on the culture, policy and perceptions of a Board at the time of decision making. The Actions taken are reflective of the overall effort that has undertaken with this BFIA. As an example, staff are taking a number of amendments through the triennial water and sewer update to address certain specific issues that will have positive affects on business opportunities.
GEN	26	The validity periods must be longer, APFO and others.		M	CD	DUSWM, others	
GEN	27	Lack of scaleability for Impact Fees hurts affordable housing. For example a 1,500 sq. ft. single family house pays same Impact Fee as a 10,000 sq. ft. single family house. Perhaps there should be a sliding scale based on sq. footage and not just unit type.		S	Finance	CD	
GEN	28	Better communication needs to be established so that smaller builders and subcontractors can find out about code changes. Maybe consider more info at the customer service counter or send an email blast with a web link.	Improve communication and interaction between the County, the public, and the development community to be more transparent regarding changes to policy and procedures of the building code and County ordinances.	L	CD	PIO	COMPLETED: The 2012 Building Code Adoption Process and schedule has been established. Notice has been given to the FCBA and they will participate in all meetings. All information has also been posted on-line, at the customer service counter and at the work stations where applicants complete permit applications.

Issue Type	Issue #		Course of Action	Priority	Lead Agency	Support Agency	Status
GEN	29	Issues need to get resolved at the lowest possible level.		S, M, L	All Agencies		COMPLETED: The Actions taken are reflective of the overall effort that has undertaken with this BFIA. . It is also evident in the recent business satisfaction survey sent out by OED. To the extent that issues are brought forth to staff's attention, solutions are being considered to resolve issues.
GEN	30	Regularly scheduled meetings with the private sector would be helpful in order continue productive lines of communication.	Improve communication and interaction between the County , the public, and the development community to be more transparent regarding changes to policy and procedures of the building code and County ordinances.	M	CD	HD, DUSWM and others	COMPLETED: Planning and Development Review Outreach Meetings have been increased to every other month. Staff have also been open to more informal meetings as issues arise on a given topic or subject area, often developing quick informal workgroups with various stakeholders.
GEN	31	Significantly reduce permit review time by eliminating County staff review of matters designed and covered under the certification and seal of a licensed design professional. See same note regarding addressing itself specifically to storm water management plans.		M	CD		
GEN	32	There needs to be an improved process that allows for the private sector or those in the industry to make changes through the submission of a text amendment.	Reevaluate the current process for the submission of a zoning ordinance and subdivision ordinance text amendment request.	L	CAO	CD	COMPLETED: This issue was brought before the BOCC on July 28, 2011 as part of the Priority 2 Zoning Text Amendments. The BOCC recognized that the current process is actually better as it allows any constituent to solicit a request to the BOCC and the BOCC will decide if it is something that should be further examined/developed as a potential amendment. This process saves staff/board time, reduces fees to the applicant and eliminates unnecessary public hearings for a proposal that otherwise does not have some general support to proceed.
GEN	33	Make timing of submittal of zoning and subdivision text amendment requests more flexible and substantially shorten timeframe for text amendment review and approval.	Reevaluate the current process for the submission of a zoning ordinance and subdivision ordinance text amendment request.	L	CAO	CD	COMPLETED: This issue was brought before the BOCC on July 28, 2011 as part of the Priority 2 Zoning Text Amendments. The BOCC recognized that the current process is actually better as it allows any constituent to solicit a request to the BOCC and the BOCC will decide if it is something that should be further examined/developed as a potential amendment. This process saves staff/board time, reduces fees to the applicant and eliminates unnecessary public hearings for a proposal that otherwise does not have some general support to proceed.
GEN	34	The requirements for DUSWM utility easements, specifically extreme width and zero tolerance for landscaping, are not sensitive to good site design particularly in the more urban designed communities.	Evaluate what constitutes "good site design in urban communities" while respecting the importance of the underground water and sewer infrastructure, which may involve key outreach players.	L	DUSWM	CD	UNDERWAY: DUSWM plans to conduct joint outreach with CD and development community representatives. [See GEN 50]
GEN	35	The requirement for water / sewer to be within 90 days of completion prior to recording a lot is unreasonable and a very strict requirement of the County. This is not required any place else in the State.	Evaluate Sec. 1-16-106 of the County Code, along with Environment Article 9-512 and consider changes.	L	DUSWM	CAO	UNDERWAY: DUSWM: See PER 29 and GEN 37. Proper safeguards/processes are necessary to ensure all public water and sewer infrastructure are installed and operational so that when the lots are recorded and then sold, a prospective buyer has the ability to obtain a building permit pursuant to State law. CAO: Staff has met to discuss possible changes to 1-16-106, and is contacting the business community representatives for further discussion.
GEN	36	The modified PWA process for on-site water / sewer construction is very costly and burdensome and provides little benefit to the County.		L	CDD/DPW	DUSWM	UNDERWAY: DPW has met with CDD to review this process and develop an alternative. DPW has a meeting with CDD and DUSWM on May 9, 2011 to discuss. Ongoing. DUSWM wants to ensure the underground infrastructure is installed correctly and is not a source of I&I (sanitary sewer).
GEN	37	Final plat recordation made conditional upon water/sewer connections existing at property line of each lot to be recorded. Similar condition present nowhere else in Maryland. Delays on-set of home sales and construction by six-months for typical new home subdivision. Increases risk and demand on resources.	See GEN 35	L	DUSWM	CAO, CD	UNDERWAY: See PER 29 and GEN 35. Staff has met to discuss possible changes to 1-16-106, and is contacting the business community representatives for further discussion. While Art. 9-512 dictates that no plats are to be approved unless any approved facility for conveying, or treating water or sewage to serve the proposed development would be completed in time, and is adequate, to serve the proposed development. Coordinating with the Pilot PIA, to ensure the construction is complete in time to serve the project prior to approving related plats. May require larger changes to subdivision regulation, W&S Rules and Regulations, etc.
GEN	38	Requirement for soil compaction testing on all excavation and backfill operations within public easements and roadway rights of way. Cost for geo-tech services typically will run \$4-5k/mo for 6-12 month period for site infrastructure installation. Ultimately, though, the test for adequate soil compaction of roadway is proof-rolling, which means that geo-tech testing in such areas is a needless and wasteful expenditure of financial resources.		L	DPW	DUSWM	UNDERWAY: DPW will be meeting with DUSWM and then other external associations to review and develop a solution. DPW - 6/1/11 - No change in status
GEN	39	Determine rationale for requirement that residential sewer and water lateral connections be covered with 2 feet of clean aggregate fill.		S	CD		COMPLETED: Proper bedding and backfill is required per section 306.3 of the plumbing code. The code also has an amendment that specifies the backfill must be at least 2' cover of 3/4" or smaller crushed stone. This was done to eliminate the need to have someone in a ditch to tamp the lifts and to eliminate the need to have inspection presence during the backfill operation.

Issue Type	Issue #		Course of Action	Priority	Lead Agency	Support Agency	Status
GEN	40	The new interpretation by the Health Department and the County Attorney's Office that the 5,000 gallon / day septic capacity is inclusive of not only the holding tank / field but all lines, etc... is unreasonable. It results in significant project costs and delays as it forces an applicant to go through a water / sewer plan amendment process. This interpretation is unique to Frederick County.		L	HD	CAO	UNDERWAY: CD and HD have coordinated on updating general policies and definitions in the County W & S Plan which will be going through the public hearing process in Spetmebr with FCPC, still awaitng MDE comments, but is progressing as planned.
GEN	41	The requirement to install a 1,600 gallon grease trap is unreasonable. The requirement to install grease traps outside is unreasonable. Although a waiver process has been established, the Health Department and DUSWM rarely approve these requests process to get a waiver.		M	CD	HD and DUSWM	UNDERWAY: Staff has reviewed the requirement to require a 1,600 gallon grease trap in all cases and agrees it is unreasonable. A proposed amendment to eliminate this requirement from the plumbing code was presented to the BOCC on August 25, 2011. It is scheduled for a Sept. 15, 2011 public hearing for approval.
GEN	42	The process required by the County for a private developer to install on site private water and sewer infrastructure is very unreasonable and unique (only in Frederick County). It is very expensive and takes a very long time to meet requirements to get plans approved, post Letters of Credit, record easements and begin construction on the front end then to pay all the inspection fees and get the Letters of Credit released on the back end.	See item GEN 36	M	DPW	DUSWM	UNDERWAY: DPW has met with CDD to review this process and develop an alternative. DPW has a meeting with CDD and DUSWM on May 9, 2011 to discuss. Ongoing. DUSWM wants to ensure the underground infrastructure is installed correctly and is not a source of I&I (sanitary sewer).
GEN	43	The MPDU Ordinance needs to be updated. If people are not qualified to take occupancy of an MPDU, then the lots may remain vacant for a very long period of time. Also, need to reevaluate when MPDU's should be required. Is there a better trigger mechanism?		L	Housing		UNDERWAY: CDD & Housing met with staff/industry stakeholders on May 3, 2011 to identify initial approaches to re-assessing the MPDU program altogether. Next meeting is 5/18.
GEN	44	The role of SCD needs to be reevaluated to eliminate overlapping responsibilities, improve efficiency and timeliness of reviews/approvals and eliminate unnecessary costs.		L	CAO	CD	Underway: Staff is reviewing the local and state requirements as well as the legal authority.
GEN	45	Based on the current solicitation procedures of the Frederick County Purchasing Dept., local firms will never get a fair shot at participating in publicly funded projects. Frederick County Government is sending money out of the county to pay for projects that could easily be completed by local Architects, Engineers, and Contractors.	New issue logged 3/17/11	M	Purchasing	DPW DUSWM	UNDERWAY: This issue is currently being reviewed by listed agencies. DPW - On hold until outcome of new PIA with Third Party Inspection pilot program.
GEN	46	Reduce or eliminate plan review comments received on 2nd or 3rd review that should have been made during 1st review.	New issue logged 3/17/11	L	CD		
GEN	47	Communication and coordination with Soil Conservation District must be improved. SCD plan reviews must be consistent with ECS interpretation of the regulations.	New issue logged 3/17/11	L	CD		UNDERWAY: Staff is reviewing the local and state requirements as well as the legal authority.
GEN	48	Implement a "Fast Track System" to allow pay and go system for expedited plan review.	New issue logged 3/17/11	L	CD		
GEN	49	DCMI construction inspection fees must be adjusted downward to reflect current construction market conditions. Current fee structure is artificially high.	New issue logged 3/17/11 [See GEN 18]	M	DPW	DUSWM	UNDERWAY - Issue is being reviewed by both agencies.
GEN	50	Right-of-way requirements for utility easements and road right-of-ways must be defined. Currently individual agencies are conflicted as to what is and is not permitted within these right-of-ways. As an example, Planning requires perimeter landscaping within 30-foot W&S easement whereas DUSWM does not permit trees within their easement.	New issue logged 3/17/11 [Related to GEN 34]	L	DUSWM	CD	UNDERWAY: DUSWM plans to conduct joint outreach with CD and development community representatives. [See GEN 50]
GEN	51	Declarations and Releases of easements (FRO, SWM, Water and Sewer) should be more efficient when done in the usual course of business.	Create standardized forms for declarations and releases of easements and have them approved by the BOCC for administrative signature by the BOCC President.	L	CAO	CDD, DUSWM	UNDERWAY: Standard release forms have been drafted and sent to Staff for review and comment. Standard declaration forms have been used for years; need BOCC to "bless" them for administrative signature under certain conditions.
GEN	52	Temporary grading easements should be approved more efficiently and should not require full BOCC approval.	Create standardized temporary grading easement forms for approval by BOCC for administrative signatures.	L	CAO	CDD	
GEN							
Zoning - ZON							
ZON	1	Consider changing the minimum lot size requirements in the RC zone from 10 acres back to 5 acres.		L	CD	CAO	
ZON	2	Revisit the uses allowed in both the Ag and RC zoning districts.		L	CD	CAO	
ZON	3	Consider allowing proposed buildings that are intended to be used for agricultural purposes, to be considered an <i>Agricultural Building</i> (and thereby exempt from the building code and the associated fees) if the property is zoned Ag or RC and is less than 25 acres. Currently this is allowed only when zoned Ag and greater than 25 acres from the Zoning Ordinance.		L	CD	CAO	

Issue Type	Issue #		Course of Action	Priority	Lead Agency	Support Agency	Status
ZON	4	Revise the VC zoning regulations so the maximum building size is not restricted to 8,000 s.f. and recognize that all VC districts are not the same and should not be subjected to the same requirements. This is further problematic when dealing with an expansion or redevelopment project.	Evaluate VC zoning district boundaries in certain growth areas and consider rezoning properties, or evaluate whether to permit FCPC to grant a larger footprint than 8,000 sq. ft. in certain circumstances in growth areas.	S	CD	CAO	COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.
ZON	5	Concept plans should not be required for all projects in the VC zoning district and the setback requirements should be more flexible.	Evaluate whether to remove the term 'plan' from existing text to provide flexibility in submission materials and permit 'concept review' at no charge possibly in combination with pre-application meeting	S	CD	CAO	COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.
ZON	6	Revise the Zoning Ordinance to allow for multiple structures on a lot.	Review and evaluate whether to amend the Planned Industrial/Commercial Development Standards to apply to multiple structures on a single lot/permit same use structures.	S	CD	CAO	COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.
ZON	7	Provide more flexibility in the Zoning Ordinance to allow market demand to have some influence on the uses that are permitted, particularly in the MXD / ORI but in others as well.		L	CD	CAO	UNDERWAY: On February 24, 2011 BOCC initiated phased approach to update zoning ordinance. This item is included as a Priority 3 -Staff will be scheduling this item for BOCC guidance
ZON	8	The current process to initiate a Zoning text amendment requires BOCC approval. Consider changing it back to the prior process which required only application / justification to the Planning Commission who in turn made a recommendation to the BOCC. The BOCC did not have to approve each request even before it was initiated and discussed.	Reevaluate the current process for the submission of a zoning ordinance and subdivision ordinance text amendment request.	L	CAO	CAO	COMPLETED: This issue was brought before the BOCC on July 28, 2011 as part of the Priority 2 Zoning Text Amendments. The BOCC recognized that the current process is actually better as it allows any constituent to solicit a request to the BOCC and the BOCC will decide if it is something that should be further examined/developed as a potential amendment. This process saves staff/board time, reduces fees to the applicant and eliminates unnecessary public hearings for a proposal that otherwise does not have some general support to proceed.
ZON	9	There needs to be an improved process that allows for the private sector or those in the industry to make changes through the submission of a text amendment.	Reevaluate the current process for the submission of a zoning ordinance and subdivision ordinance text amendment request.	L	CAO	CAO	COMPLETED: This issue was brought before the BOCC on July 28, 2011 as part of the Priority 2 Zoning Text Amendments. The BOCC recognized that the current process is actually better as it allows any constituent to solicit a request to the BOCC and the BOCC will decide if it is something that should be further examined/developed as a potential amendment. This process saves staff/board time, reduces fees to the applicant and eliminates unnecessary public hearings for a proposal that otherwise does not have some general support to proceed.
ZON	10	Make timing of submittal of zoning and subdivision text amendment requests more flexible and substantially shorten timeframe for text amendment review and approval.	Reevaluate the current process for the submission of a zoning ordinance and subdivision ordinance text amendment request.	L	CAO	CAO	COMPLETED: This issue was brought before the BOCC on July 28, 2011 as part of the Priority 2 Zoning Text Amendments. The BOCC recognized that the current process is actually better as it allows any constituent to solicit a request to the BOCC and the BOCC will decide if it is something that should be further examined/developed as a potential amendment. This process saves staff/board time, reduces fees to the applicant and eliminates unnecessary public hearings for a proposal that otherwise does not have some general support to proceed.
ZON	11	The recently adopted PDR regulations in the Zoning Ordinance are not sensitive to market conditions. Design elements such as alley's etc... are being promoted / required when it may not make sense for the market.		L	CD	CAO	
ZON	12	The Zoning Ordinance is too difficult to understand. It should be simplified so the average person does not have to hire an attorney or spend a lot of money to understand. In addition, staff could be more helpful (and flexible) in interpreting the requirements.	The zoning ordinance was already rewritten to simplify, it may take time to get used to the new layout. Staff has begun to develop policy/procedures for certain common sections that are used and will continue to do so as areas where users have difficulty understanding arise.	L	CD	CAO	COMPLETED: Staff instructed to be helpful.
ZON	13	The parking, lighting and landscaping requirements of the Zoning Ordinance are extremely costly to a project. They also lead to other regulatory hurdles such as the new SWM regulations. They become even more of a hardship for applicants wanting to expand or redevelop a site.	Evaluate the implementation of parking, loading, lighting, and landscaping requirements for sites that are proposing minor amendments or improvements, expansion, and redevelopment.	L	CD	CAO	UNDERWAY: Policies and procedures have been drafted to address this issue and are under final review.
ZON	14	The parking, lighting and landscaping requirements need to be revised. All projects, especially those proposing expansion, should not be subjected to the same standards.	Evaluate the implementation of parking, loading, lighting, and landscaping requirements for sites that are proposing minor amendments or improvements, expansion, and redevelopment.	L	CD	CAO	UNDERWAY: Policies and procedures have been drafted to address this issue and are under final review.
ZON	15	Need to review and update lighting, landscaping and parking requirements for non-residential uses. One size does not fit all.	Evaluate the implementation of parking, loading, lighting, and landscaping requirements for sites that are proposing minor amendments or improvements, expansion, and redevelopment.	L	CD	CAO	UNDERWAY: Policies and procedures have been drafted to address this issue and are under final review.
ZON	16	The site plan requirements for an existing business that wants to expand are way too restrictive. Requiring an existing business that wants to expand 2,000 s.f. (regardless of the size of the existing business) to go to the Planning Commission is unreasonable and very costly.		S	CD	CAO	COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue. ¹¹
ZON	17	Review of definitions and uses in the Agriculture (Ag) and Resources Conservation (RC) districts		L	CD	CAO	
ZON	18	Reconsider the minimum lot size in the RC district		L	CD	CAO	
ZON	19	Reconsider the recent Streamside buffers requirements		L	CD	CAO	
ZON	20	Discuss maximum lot size proposals		L	CD	CAO	

Issue Type	Issue #	Course of Action		Priority	Lead Agency	Support Agency	Status
ZON	21	Discuss reverse setbacks		L	CD	CAO	
ZON	22	Reevaluate the signage requirements for farm business signs – size and setback		S	CD	CAO	COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.
ZON	23	Discuss the definition of agriculture building		L	CD	CAO	
ZON	24	Discuss Differential Ag and RC land use restrictions in Priority Preservation Areas (PPAs)		L	CD	CAO	UNDERWAY: On February 24, 2011 BOCC initiated phased approach to update zoning ordinance. This item is included as a Priority 2 -Staff received guidance from BOCC on July 28th to develop a text amendment, BOCC sent ZTA to public hearing on 09/01/11, FCPC PH scheduled for 09/21/11.
ZON	25	County mandating lower parking ratios for commercial uses makes County un-competitive in competition for tenants and users who value parking and have high parking ratio requirements.		L	CD	CAO	UNDERWAY: Policies and procedures have been drafted to address this issue and are under final review.
ZON	26	Change County Stream Buffer Ordinance to setbacks existing prior to adoption of current ordinance by prior BOCC requiring 150-foot setback from stream.		L	CD	CAO	
ZON	27	Requirements to mitigate stormwater run-off impacts or buffer streams in excess of requirements of State and/or Federal bodies and on a schedule accelerated over those of State and/or Federal Bodies.		L	CD	CAO	
ZON	28	Change of use applications should be simplified and potentially have different levels of approval and review, depending on the requested change and complexities.		S	CD	CAO	COMPLETED: This issue has been addressed in the Expedited Commercial Permit Process presented February 3, 2011.
ZON	29	There needs to be a better way to allow uses that are not included in the Zoning Ordinance matrix, other than requiring an applicant to go through the long, expensive text amendment process.		M	CD	CAO	COMPLETED: This issue was addressed in Text Amendment ZT-09-03 . The Zoning Administrator may make a determination that a proposed use is permitted due to its similarity to a particular use permitted within the zoning district.
ZON	30	Ag District, Landscape Contractors	Review SE criteria. Evaluate creation of small scale or limited Landscape Contractor with possible parameters on number of employees, amount or type of truck traffic, and outside storage. Consider permitting limited landscape contractor through PS.	S	CD	CAO	COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.
ZON	31	Ag District, Private and/or Municipal Parks	Review Use Table and Open Space Recreation floating zone to provide for municipal or private park development.	S	CD	CAO	COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31 2011) that includes amendments to the zoning ordinance to address this issue.
ZON	32	VC District, Duplex and Two-family units	Amend 1-19-S.310 to permit Duplex and Two-family residential units through P in VC zone including staff review of overlay standards.	S	CD	CAO	COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.
ZON	33	VC District, Setbacks	Evaluate whether existing text should be amended to permit the Zoning Administrator to modify VC setback requirements in certain circumstances.	S	CD	CAO	COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.
ZON	34	Site Plans, Minor Modification to Building Footprint	Delete existing text, review and evaluate need for creation of alternate modification criteria. Minor modification to resiting or relocation of building beyond existing text requires an FCPC site plan. Current text allows between 201 sq. ft. to 2,000 sq. ft.; not more than 200 sq. ft.	S	CD	CAO	COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.
ZON	35	Site Plans, Minor Expansion to Existing Building	Delete existing text, review and evaluate need for creation of alternate modification criteria. Expansion modification restricted to 2,000 sq. ft. or 10%, whichever is less. For large structures (i.e. 100,000 sq. ft.) this requirement may restrict expansion.	S	CD	CAO	COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.
ZON	36	Site Plans, Type III		S	CD	CAO	UNDERWAY: Staff is currently in the process of drafting policies and procedures to address this issue.
ZON	37	Site Plans, Change in Use	CREATE POLICY AND PROCEDURE – regarding change of use process and requirements – this could eliminate need for any text changes. Create procedures for Type III reviews. Confer with County Attorney regarding any necessary text changes.	S	CD	CAO	UNDERWAY: Staff is currently in the process of drafting policies and procedures to address this issue.
ZON	38	Signs, Variable/Electronic Messaging	Review sign section to incorporate electronic message signs.	S	CD	CAO	COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.

Issue Type	Issue #		Course of Action	Priority	Lead Agency	Support Agency	Status
ZON	39	LI/GI, Industrial Standards	Review and evaluate industrial district performance standards. On-site use versus distribution center, flammable versus combustible. The current code restricts storage capacity of liquids: LI – 60,000 gal. and GI – 120,000 gal.	M	CD	CAO	UNDERWAY: On February 24, 2011 BOCC initiated phased approach to update zoning ordinance. This item is included as a Priority 2 -Staff received guidance from BOCC on July 28th to develop a text amendment, BOCC sent ZTA to public hearing on 09/01/11, FCPC PH scheduled for 09/21/11.
ZON	40	Ag District,- Public and Private Schools are not permitted within the Ag zone. The uses were removed as permitted within the district due to concerns with well and septic development, location outside of priority funding areas, and commercial development within the Ag zone.	Evaluate re-establishing public and private schools as permitted uses within the Ag zone. If re-established, identify solutions to permit Public/Private Schools through PS or SE with certain conditions.	L	CD	CAO	
ZON	41	Ag Cluster Rights - Ag clustering option is separate from 3 lots and remainder text within zoning ordinance. Should the clustering and subdivision text be combined, remain within the zoning ordinance, and/or move to the subdivision ordinance.	Coordinate with subdivision ordinance rewrite to remove much of this language from zoning ordinance. Review purpose and intent of clustering option and possibly combine 1-19-7.300(B) and (C) text.	L	CD	CAO	UNDERWAY: A workgroup has been established to review the County's Subdivision Ordinance. A news release announcing this initiative was sent out August 24, 2011. Feedback is expected back by September 30.
ZON	42	I/OSR Floating Zones - Recent discussions included evaluation of whether uses permitted solely through I/OSR floating zones are acceptable uses within the zoning districts where previously permitted and should not require floating zone approval.	Review and evaluate whether those uses permitted by I/OSR floating zones should be permitted through another approval process.	M-L	CD	CAO	COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.
ZON	43	Residential Properties, Accessory Uses (domestic animals - Recent discussion of reducing the number of permitted domestic animals. Existing text limits the number of permitted domestic animals to 9, Farm parcels are exempt	Review and evaluate existing requirements for potential reduction in the number of permitted animals. Amend text to provide consistency in terms ((A)(2)(a) 'Domestic animals' and (A)(2)(b) 'Farm animals')	L	CD	CAO	
ZON	44	Residential Properties, Accessory Uses (3 acre req.) - Recent discussions of reducing the minimum 3 acre requirement for keeping farm animals in residential districts. The issue was discussed in relation to beekeeping and 4H projects where properties are less than 3 acres.	Review and evaluate existing requirements for potential reduction in the minimum acreage requirement. Evaluate whether 4H projects could be permitted as a temporary activity with no more than 3 animals on properties less than 3 acres while meeting setback requirements.	L	CD	CAO	
ZON	45	Sign Calculations, Applying based on Use vs. Zoning Dist	Review and evaluate sign section to permit equal signage in certain zones (i.e. Church in GC zone is permitted less than a commercial use) regardless of use	M	CD	CAO	UNDERWAY: On February 24, 2011 BOCC initiated phased approach to update zoning ordinance. This item is included as a Priority 2 -Staff received guidance from BOCC on July 28th to develop a text amendment, BOCC sent ZTA to public hearing on 09/01/11, FCPC PH scheduled for 09/21/11.
ZON	46	Sign Calculations, Zoning ordinance currently restricts signage on multiple sides of building, facing two or more streets.	Review and evaluate sign section to permit more building signage on corner lots.	M	CD	CAO	UNDERWAY: On February 24, 2011 BOCC initiated phased approach to update zoning ordinance. This item is included as a Priority 2 -Staff received guidance from BOCC on July 28th to develop a text amendment, BOCC sent ZTA to public hearing on 09/01/11, FCPC PH scheduled for 09/21/11.
ZON	47	'SE' Special Exception Uses - Several special exception uses could be processed administratively by zoning certificate (temporary trailers and accessory apartments) or by a site plan 'PS' (vet clinics in GC zone and auto services in LI zone).	Review and evaluate uses and whether they should be processed differently.	M	CD	CAO	UNDERWAY: On February 24, 2011 BOCC initiated phased approach to update zoning ordinance. This item is included as a Priority 2 -Staff received guidance from BOCC on July 28th to develop a text amendment, BOCC sent ZTA to public hearing on 09/01/11, FCPC PH scheduled for 09/21/11.
ZON	48	GC/LI District, Outdoor Storage - Zoning ordinance currently requires that storage of equipment, materials, or products in the GC and LI Districts shall be conducted within completely enclosed buildings or outdoors only when completely screened by a wall, opaque fence, or planting	Review and evaluate opportunities to provide flexibility in requirements for storing material outdoors.	M	CD	CAO	UNDERWAY: On February 24, 2011 BOCC initiated phased approach to update zoning ordinance. This item is included as a Priority 2 -Staff received guidance from BOCC on July 28th to develop a text amendment, BOCC sent ZTA to public hearing on 09/01/11, FCPC PH scheduled for 09/21/11.
ZON	49	Variances and Setback/Design Modifications - Increase flexibility in existing language to provide for requests to modify a standard which has minimal to no effect to surrounding properties but requires a variance.	Review and evaluate existing text to provide clearer language and opportunities for additional staff level allowances.	M	CD	CAO	COMPLETED: The zoning ordinance currently permits modifications per section 1-19-6.110 through 6.160.
ZON	50	Flooding Soils - The NRCS soil mapping process can be burdensome and expensive for applicants and testing has often resulted in notification that the development area does not contain flooding soils.	Review and evaluate existing zoning ordinance requirements to consider alternatives that would achieve the intent of existing text, without the applicant burden and expense.	L	CD	CAO	
ZON	51	Amend the Zoning Ordinance and possibly the Comprehensive Land Use Plan so that PATH nor other utilities can drop a substation or pumping station into the middle of the residential area.	NEW ISSUE LOGGED 03/11/11: UNASSIGNED/UNDECIDED				UNDERWAY: On February 24, 2011 BOCC initiated phased approach to update zoning ordinance. This item has been identified as a Priority 2B -Staff will be scheduling this item for BOCC guidance within 60 days or before 10/30/11

Issue Type	Issue #		Course of Action	Priority	Lead Agency	Support Agency	Status
ZON	52	Request to revise and amend Section 1-19-8.240. (A) (5) "Home Occupations" of the Frederick County Code to allow a "Restricted Funeral Establishment" licensed by the State of Maryland as a Home Occupation in the Resource Conservation Zoning District subject to the standards and conditions for Home Occupations	NEW ISSUE LOGGED 03/11/11: UNASSIGNED/UNDECIDED				COMPLETED: This issue was brought before the BOCC on July 28, 2011 as part of the Priority 2 Zoning Text Amendments. The BOCC recognized that this was not an appropriate home occupation type use and did not want to proceed with any changes related to this request.
ZON	53	Current street signage requirements for low volume low speed residential streets are excessive.	NEW ISSUE LOGGED 03/11/11: UNASSIGNED/UNDECIDED				
ZON	54	Request to revise and amend Section 1-19-11.100 "Limited Roadside Stand" definition to increase the maximum square footage permitted for agricultural product sales.	Review and evaluate existing zoning ordinance requirements to consider request.	L	CD	CAO	UNDERWAY: On February 24, 2011 BOCC initiated phased approach to update zoning ordinance. This item is included as a Priority 2 -Staff received guidance from BOCC on July 28th to develop a text amendment, BOCC sent ZTA to public hearing on 09/01/11, FCPC PH scheduled for 09/21/11.
ZON	55	Farm Vehicle Storage	Zoning Ordinance currently restricts vehicle storage in the Ag zone; Review and evaluate the creation of Farm Vehicle Storage as a permitted accessory use to a Farm in the Ag zone.	S	CD	CAO	COMPLETED: This issue has been addressed. An Ordinance was approved on May 17, 2011 (effective May 31, 2011) that includes amendments to the zoning ordinance to address this issue.
ZON	57	On-Farm Food Waste Composting and Food Waste Digestion Activities	The Zoning Ordinance currently does not provide for this land use. As directed by the BOCC, amendments will be prepared to add this land use term and provide for processing	L	CD	CAO	UNDERWAY: On February 24, 2011 BOCC initiated phased approach to update zoning ordinance. This item has been identified as a Priority 2B -Staff will be scheduling this item for BOCC guidance within 60 days or before 10/30/11
ZON	58	Develop a Mixed Use Eucliden Zoning District	Staff will be drafting a MX Eucliden Zoning District to apply in growth areas to supplement the VC District, and GC District where appropriate and other districts where appropriate.	L	CD	CAO	UNDERWAY: On February 24, 2011 BOCC initiated phased approach to update zoning ordinance. This item has been identified as a Priority 2B -Staff will have scheduled this item for BOCC guidance on 09/15/11.
Water and Sewer Plan - WSP							
WSP	1	Expansion of Service Area for sub-regional and adjacent to service areas	Evaluate and Consider as part of Triennial Water and Sewerage Plan Update	L	CD	CAO	UNDERWAY: On 05/26/11 BOCC received briefing and preliminary recommendations on how to incorporate this into the water and sewerage plan, BOCC directed staff to proceed through process with draft proposals. Awaiting MDE comments, FCPC hearing scheduled for September 2011
WSP	2	Connection to Denied Access Lines for Institutional Uses	Evaluate and Consider as part of Triennial Water and Sewerage Plan Update	L	CD	CAO	UNDERWAY: On 05/26/11 BOCC received briefing and preliminary recommendations on how to incorporate this into the water and sewerage plan, BOCC directed staff to proceed through process with draft proposals. Awaiting MDE comments, FCPC hearing scheduled for September 2011
WSP	3	Allow Amendment from Planned Service (PS) to a 4 or 3 classification	Evaluate and Consider as part of Triennial Water and Sewerage Plan Update	L	CD	CAO	UNDERWAY: On 05/26/11 BOCC received briefing and preliminary recommendations on how to incorporate this into the water and sewerage plan, BOCC directed staff to proceed through process with draft proposals. Awaiting MDE comments, FCPC hearing scheduled for September 2011